

AMERICAN COLLEGE DUBLIN

STUDENT HANDBOOK

2017 – 2018

V1.1

GENERAL INFORMATION FOR STUDENTS

American College Dublin

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1. Mission and vision

Mission

To offer the best characteristics of Irish and American higher education in an intimate environment underpinned by the holistic liberal arts model of learning, enabling students to realize their potential and participate successfully in the world.

Vision

American College Dublin will provide a high-quality undergraduate and postgraduate education: one that is rigorous, stimulating and valuable. The institution will emphasize the core values of academic excellence, innovation, ethical integrity and multiculturalism. The institutional ethos and programs of study will inculcate and reflect the best of the Irish and American higher education traditions, engaging the student in an educational experience that is active, participative and challenging. American College Dublin will uphold the highest standards of ethical conduct in all its activities, including support for academic freedom, appropriate disclosure of information to the institution's stakeholders, equality of access and opportunity. The College will aim to instill a passion for education that advances the development of the individual's talents and a process of lifelong learning.

2. Attendance policies

Only students whose names appear on the attendance list are permitted to attend class. If a student's name does not appear on this list, he or she should report immediately to the Academic Office to regularise his or her registration status.

Punctual attendance and active participation are central to successful academic progression. ACD wants the student to get the most out of every course and optimize his or her learning experience. All classes contain themes and topics that are essential to a deep and detailed understanding of the course. Absence from class means a missed learning opportunity, a gap in the student's knowledge and understanding of a particular topic. Successful completion of each course is not just a matter of passing; it entails fulfilling the learning outcomes as described in the syllabus. Absence from class is bound to impact negatively on student learning, as does tardiness or late arrival to class.

With these considerations in mind, students should be aware of the College's policies on attendance:

- A student roll is taken by the lecturer and signed by the student for every class and that roll is submitted to the registrar for checking and further action.
- Once a student has accrued three unexcused absences in a particular course, 2% will be deducted automatically from his / her final marks. Please note that arriving more than 10 minutes late for class also counts as an unexcused absence. Also, a further deduction of 2% will be implemented for each subsequent absence following the third one.
- In the case of an absence that exceeds three in a particular course, the student will be emailed by the registrar and required to present to the Academic Office within five working days, in order to explain the reasons for absence and receive an oral warning, as appropriate, that the absence should desist. If the absenteeism reaches six classes in a particular course, the student will be required to present to a delegated sub-committee chaired by the registrar of the Academic Committee within five working days, in order to explain the reasons for absence and receive a written warning, as appropriate, that the student will be withdrawn from the course if the absenteeism continues. If the absenteeism reaches 10 classes in a particular course (33% of the course's contact hours), the student will be required to present to the Academic Council; unless there is compelling evidence to the contrary, the student will be given a written letter informing him or her that he or she has been withdrawn from the course.
- In the event of a student being withdrawn by the College from a course on account of absence, there is no refund provided of fees. If a student is absent due to illness or some compelling personal reason, the deduction in marks and the disciplinary procedures described above will not apply. However, it is the student's responsibility to inform the Academic Office by an email (academicoffice@iamu.edu) on the first and each subsequent day of the absence and to submit relevant and convincing documentation to the Academic Office within five working days to verify that either illness or a compelling personal reason has caused the absence. Failure to provide relevant documentation within five working days will entail automatic implementation of the mark deductions and disciplinary procedures described above.

ACD does not allow for holidays or breaks during the teaching semesters. Students should consult the College calendar and semester timetables for dates of the teaching semesters and the assigned holiday periods. Students who take holidays or other breaks during the teaching semester will be counted as absent and will be subject to the grade deductions and disciplinary procedures described above.

Students from outside the European Union (EU) should be aware that the current government requirements for a study visa are that a non-EU student should attend at least 85% of his or her classes; in the case of a non-EU student seeking a letter from the College for an application to have the study visa extended, ACD is obliged to report in the letter the percentage of classes the student has attended; this attendance percentage will be taken into account in the visa officer's determining of whether or not to extend the study visa.

3. Grade reviews

Students have the right to request a review of final grades for any module they have attempted, providing the appeal for a grade review is lodged within ten working days of the examination results being posted. The review procedure includes the following steps:

1. The student making the appeal fills out a grade review form and returns it to the Academic Office (within ten working days of the examination results being posted);

2. The Academic Office checks the examination transcript and results broadsheet for any arithmetical errors and to verify that the lecturer's handwritten grades were correctly inputted on the system;
3. The Academic Committee meets to consider any grades under review. Any previously unknown circumstances are considered and the final examination paper is reviewed. The committee agrees on whether there should be any changes made to the grade;
4. Once the Committee accepts these findings, it is resolved to communicate the outcome to each student immediately;
6. The student is sent a letter indicating the result of the review by the Registrar. The grade review process applies to individual modules only. The College does not provide for appeals of GPA or final award levels; these are objectively based on the grade point values for modules attempted and are not subject to interpretation.

American College Dublin

GRADE REVIEW FORM

SECTION A – TO BE COMPLETED BY STUDENT AND BUSINESS OFFICE

Student Name: _____ **Student Number:** _____

Module under review (only one module should be entered): _____
(code & subject title)

Address to which correspondence on the review should be sent: _____

Student's signature: _____

Type of review requested **Technical grade review (€10.00):** _____

(See note 1 below; tick one): **Full grade review (€50.00):** _____

State briefly why you want your grade reviewed (this need only be entered in the case of a full grade review):

Signature from Business Office confirming receipt of review fee: _____

(See note 2 below)

SECTION B – TO BE COMPLETED BY INTERNAL EXAMINER AND HEAD OF DEPARTMENT

Outcome of review (see note 3 below; for internal College use only):

The original grade stands for the following reason(s): _____

The grade has been adjusted for the following reason(s): _____

1. There are two types of grade review: a technical review involves a check of the arithmetic in calculating the grade and a check of the inputting of the grade on the College's records system; a full review involves a complete reassessment of the final examination paper (including a check for technical errors) and any other relevant circumstances cited by the student. The charge for a technical review is €10.00 per module; the charge for a full review is €50.00 per module. In either case, if the grade review results in the grade being raised the money paid is refunded in full to the student.

2. The College can only accept a grade review that is presented to the Academic Office with this form and the appropriate fee paid within ten working days of the posting of final results. The Academic Office can only accept the grade review form if the Business Office has signed to indicate that it has received the required payment.

3. Once the grade review request has been considered by the Internal Examiner and the Head of Department, they reports on their findings to the Academic Committee; this committee discusses the findings and makes a final decision on the outcome of the grade review. The chairperson of the Academic Committee then writes to the student to inform him or her of the outcome of the grade review.

4. Appeals of grade review outcomes must be submitted in writing within 14 days of receipt of formal notification of the grade review outcome.

Internal Examiner: _____

Head of Department: _____

Signed: _____

Signed: _____

Date: _____

Date: _____

4. Academic discipline

The College imposes penalties for infringements of academic discipline. These provisions may be invoked in combination with, and do not exclude, the other disciplinary procedures set out in this handbook. Matters which fall within the range of academic discipline include, but are not limited to, the following:

- *Cheating*, that is, intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise;
- *Fabrication*, that is, intentional and unauthorised invention or falsification of any information or citation in an academic exercise;
- *Facilitating academic dishonesty*, that is, intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty;

- *Plagiarism*, that is, intentionally or unintentionally representing the words or ideas of another as one's own in an academic exercise;
- *Internet plagiarism*, that is, intentionally or unintentionally representing the words or ideas of another as one's own in an academic exercise. As with books and journals, information from the Internet must be acknowledged in footnotes and bibliography. The correct form for citations is available in the library;
- *Falsification*, that is, intentionally or unintentionally falsifying academic records;
- *Unacceptable conduct in the academic environment*, that is, disruptive or otherwise unacceptable behaviour in class, on the College premises, or towards any of the College's employees or students;
- *Vandalism and theft*, that is, defacement or theft of library material or other College resources.

The College's procedures for occurrences of academic indiscipline relating to examination infringements and plagiarism are set out below. In the event of infringements of academic discipline that lie outside the range of provisions of these areas, the following procedures apply:

The lecturer, invigilator or other relevant member of College staff informs the Academic Dean or the Registrar, and the student. If considered appropriate, there may be an initial meeting of the student with the Academic Dean and/or relevant departmental Head and Faculty in order to achieve a resolution. If this meeting does not produce a satisfactory resolution, the matter may be referred to a formal process, in which the case is presented to the Academic Council. In such a case, the Council hears the evidence of the teacher, student and any other relevant parties. If the student is unable or unwilling to attend, the matter is heard in his or her absence. The student is permitted to have a student representative present at the hearing. The Academic Council discusses and decides on the case once the student has been heard and excused from the meeting. A letter is sent by the Dean, written and signed by the Chair, informing the student of the outcome of the process. A student found to have infringed academic discipline is subject to the following maximum penalties:

First Offence: An 'F' grade for the module in which the infringement occurred and/or—in the cases of multiple infringements, unacceptable conduct, vandalism and theft—withdrawal from a module or number of modules, withdrawal from a semester or dismissal from the College.

Second Offence: Dismissal from the College.

Plagiarism

American College Dublin seeks to develop a culture of academic integrity among faculty, staff and students. Honesty, fairness and trust are essential characteristics of integrity. Thus, in an academic community, academic honesty is a key principle. Acknowledging original sources of information and having respect for the rights of intellectual property are, therefore, fundamental. Plagiarism is an act of academic dishonesty. To plagiarise and fail to appropriately acknowledge the sources that have been used is the antithesis of academic integrity. A form of intellectual theft, plagiarism is viewed as a serious offence committed against academic staff, fellow-students, the college and the wider academic community. It involves reproducing another person's or group of persons' ideas or work, either in whole or in part, and deliberately misrepresenting this material as one's own.

Plagiarism can take many forms, including, but not limited to:

- Presenting work authored by a third party (e.g. other students, friends, family members, individuals paid to complete work on one's behalf) as one's own;
 - Presenting work that is copied directly or copied with only minor textual modifications from another source (e.g. journal articles, book chapters, websites, internet blogs, transcribed interviews, TV or radio programmes etc.);
 - Paraphrasing a third party's work in whole or in part without acknowledging the source material. Please note that referring to common knowledge or established facts (for example, 'Barack Obama is the current President of the U.S.A.')
- cannot be categorised above and does not constitute plagiarism. Any submitted work which is an assessed component within a programme of study must include proper acknowledgement of all original

sources through citation and referencing. Plagiarism is defined by the act and the end product. Therefore, to claim that the act was unintended cannot be accepted as a justification or defence in cases of alleged plagiarism. The College's plagiarism statement is disseminated as widely as possible to all staff and students. All students are expected to familiarise themselves with this. All assessed coursework must be submitted with a completed and signed plagiarism declaration form, which reads as follows:

We certify that:

I/We have read and understood the College statement on plagiarism.

I/We understand that the College reserves the right to use detection technology to uncover cases of plagiarism.

I/We understand that submitting plagiarised work will result in disciplinary procedures being invoked, up to and including, dismissal from College.

I/We certify that this work is my/our own, and all sources have been acknowledged appropriately.

Signed: _____

Date: _____

Disciplinary procedures (plagiarism)

American College Dublin regards plagiarism as serious offence. Accordingly, if plagiarism is established, the student will be subject to the College's disciplinary procedures. These will consist of the following stages:

- In instances where a first offence has been established, the student's work will be downgraded. The scale of downgrading will be at the discretion of the member of academic staff to whom the work has been submitted, in consultation with the Head of Department, but will be proportional to the scale of the offence. In instances of appeal requests, the submitted work will be reviewed by the Head of Department. As part of the appeal process, the student may also be required to attend an interview with the academic staff member and the Head of Department;

- If a further instance of plagiarism has been established, the student will be issued with a letter from the Academic Committee (AC) informing the student that s/he will be called before a hearing of the AC to examine the instance of plagiarism. The student will be entitled to nominate one other person to accompany him or her at the hearing. However, the Registrar should be notified of such a nomination in advance of the hearing.

If an offence has been clearly established, the outcome will be the award of grade F for the entire module for which the plagiarised work was submitted. The student will be issued with a formal written warning, a copy of which will be placed in the student's file.

In the case of multiple instances of plagiarism being committed in the same semester, the student may be subject to the following penalties: dismissal from a module or number of modules, dismissal from the College for a specified time;

- Following the issue of a first formal written warning from the AC, in the event of a further instance of plagiarism being established, the student will be issued with a letter calling the student to a hearing of the AC (following the same procedures as outlined in 2. above). The student will face further penalties such as, dismissal from a module or number of modules, dismissal for a semester, dismissal from the College. If dismissal from the College does not ensue, the student will be issued with a final written warning, a copy of which will be placed in the student's file advising him/her that any further offences will lead to dismissal from the College.

Academic indiscipline in examinations

Infringements of academic indiscipline in examinations can take many forms including, but not limited to:

- Using unauthorised notes in any form e.g. on pieces of paper, paper dictionaries, body parts, stationery, etc;

- Copying, or attempting to copy, in whole or in part, from another candidate's script;
- Requesting or receiving assistance from another candidate;
- Providing assistance to another candidate;
- Using or holding books, calculators, mobile phones, or electronic devices that are unauthorized. Please note that candidates are wholly responsible for any materials in their possession;
- Making an unauthorised departure from the exam hall;
- Obtaining, giving, or receiving the answers to or a copy of an exam paper prior to its administration;
- Completing an exam for another candidate or allowing another candidate to represent you in an exam.

Disciplinary procedures (academic indiscipline in examinations)

In an identified instance of academic indiscipline at examination the candidate will be directed by the invigilator to immediately desist from the offending behaviour. Unauthorised notes or materials that the student is using will be confiscated. If notes are written on body parts, the student will be escorted to the toilets by an invigilator and asked to remove the offending material. The name of the candidate and the circumstances of academic indiscipline will be noted on the invigilator's report. The candidate will be allowed to complete the examination, but on handing up the paper will be advised to report as soon as possible to the Registrar to discuss the matter. The invigilator will report the instance of academic indiscipline to the Registrar immediately after the examination.

If the Registrar, in consultation with the Academic Dean, deems an infringement has occurred, the student will be issued with a letter from the Registrar. This letter will serve to inform the student that he/she will be called before a hearing of the Academic Committee, which will determine the instance of academic indiscipline as an examination irregularity. The meeting will normally take place within two weeks of the end of final/repeat examinations. The student will be entitled to nominate one other person to accompany him/her at the hearing. However, the Registrar should be notified of such a nomination in advance of the hearing. If an offence of academic indiscipline is established, the outcome will be the award of grade F for the exam. The student will be issued with a formal warning, a copy of which will be placed in the student's file. The student will be required to repeat the module in which the offence of academic indiscipline occurred in its entirety, and will not be permitted to repeat the examination component separately.

In the case of multiple instances of academic indiscipline being committed in the same semester, the student may be subject to such further penalties as dismissal from the College for a specified time, or permanent dismissal from the College.

Following the issue of the first formal written warning from the Academic Dean, in the event of a further instance of academic indiscipline being established, the student will be issued with a letter from the Registrar calling the student to a hearing (as described above). The student will face further penalties including dismissal for a semester, or dismissal from the College. If dismissal from the College does not ensue, the student will be issued with a final written warning, a copy of which will be placed in the student's file advising him/her that any further offences will lead to dismissal from the College.

Appeals procedure

The College allows for appeals for students who have been sanctioned for infringements of academic discipline or have not been satisfied by the outcome of the grade review process. The student is required to write to the Academic Dean within fourteen days of being notified of the result of the academic indiscipline or grade review process. The Academic Dean and the Registrar review the salient facts and seek to determine if there was evidence that was not taken into account or a questionable judgement made at the previous process. If the determination is that there is no new evidence or anything to suggest a questionable judgement, the appeal is dismissed and the student, the Academic Dean and the Registrar are so informed immediately.

If the determination is that the matter warrants further investigation, or if the student is unhappy with the outcome of the process, the Academic Dean and the Registrar refer the matter to the Academic Committee for a final decision. The result of this is passed immediately to the student, the Academic Dean and the Registrar. The decision of the Academic Committee represents the end stage of the

College's appeals procedure.

5. Grievance and disputes procedures

The parties to this procedure should accept that it is in their mutual interest to establish a clear means for the resolution of all issues arising between them.

Grievances will occur in the normal course of interaction in any educational institution. The procedure is designed to enable the parties to maintain the smooth running of the College, while effectively and fairly resolving such matters as may arise from time to time.

Full recognition is given to the significance of personal grievances; all parties are determined that all grievances and disputes will be dealt with without undue delay and at the earliest possible stage of this procedure.

Stage one

The matter in dispute will be discussed by the student concerned with the head of department or academic dean.

If a grievance involves personal or other sensitive issues which may be considered inappropriate to raise directly with the head of department or academic dean, the issue should be raised with the Senior Management Committee.

Stage two

Failing settlement at stage one, the complainant must, if he or she has not already done so, provide an appropriately detailed written statement of the reason for the grievance and the redress or further action which is sought.

The matter will be discussed with the student, head of department or academic dean and a representative, should one be requested. The grievance will be investigated, relevant parties interviewed and a written decision to the complainant will be given within five working days.

Stage three

Should the parties fail to agree, the matter will be referred to the Academic Council. A meeting of a delegated sub-committee of the Academic Council will be arranged to discuss the matter. The meeting will be held within ten working days and a written finding will be provided to all parties within five working days of the meeting.

Stage four

Any of the parties may appeal the finding in stage three within five working days of the finding being issued to the Senior Management Committee. The appeal should be sent in writing to a member of Senior Management Committee. The Senior Management Committee will meet within ten working days of receiving the appeal and issue a decision on it in writing within five working days.

The Senior Management Committee's decision represents the final stage in the appeal process.

American College Dublin Code of Conduct

The Code of Conduct exists as a guideline for the members of our community. In order for any community to exist without chaos, a framework of behavioral expectations must exist. American College Dublin expects that students and staff will act responsibly and display courtesy to each other in our daily lives. The Code is based on common sense, but it is written here so that everyone can understand it completely and refer to it if the need arises. Any questions about behavioral issues or the disciplinary process can be answered by the written Code of Conduct or questions may be directed to the Coordinator of Student Life.

Preventing and dealing with bullying and harassment

American College Dublin is committed to providing all its students and employees with an environment free from bullying and / or harassment.

All students and employees are expected to comply with this policy and administration will take appropriate measures to ensure that bullying or harassment does not occur. Appropriate disciplinary action, up to and including dismissal for serious offences, will be taken against any student or employee who violates this policy.

The policy applies to students and employees both in the College and at College associated events such as meetings, athletics activities, club events, outings, conferences and office parties, whether on the premises or off site. The policy applies to bullying or harassment not only by student to student, but also student to employee, employee to student, or involving any other College-related individual or group with whom the party might reasonably expect to come into contact within the course of his or her College activities.

Definition of bullying

Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, gestural, physical or otherwise, conducted by one or more persons against another or others, at the College and / or in the course of College activities which could reasonably be regarded as undermining the individual's right to dignity. An isolated incident of the behaviour described in this definition may be an affront to dignity, but as a one-off incident is not considered to be bullying. Bullying normally involves repeated and systematic instances of the offensive behaviour. Bullying may be perpetrated by an individual or by a group. Those who directly orchestrate the activity, those who participate in supporting functions, and those who provide tacit support, are responsible in varying measures and may be held accountable as is deemed appropriate for their parts in the activity. Bullying or harassment is conduct offensive to a reasonable person. Examples of bullying behaviour include, though are not necessarily limited to:

- Inappropriate physical contact
- Inappropriate gestures or jokes directed at another person or others
- Personal insults and name calling
- Persistent unjustified criticism and sarcasm
- Public or private humiliation
- Shouting at students or staff in public and / or private
- Mockery, ridicule, derision, sneering, jeering, scorning, poking fun at, deriding (by words, gesture, writing or electronic media) in groups or individually, whether to the victim's face or behind his or her back
- Persistent teasing or related actions designed to bait, confuse or humiliate the victim, by words, gesture, writing or electronic media, in groups or individually, whether to the victim's face or behind his or her back
- Instantaneous rage, often over trivial issues
- Aggression
- Spreading inappropriate or unfounded innuendo, rumours, accusations or allegations about an individual or group of people, whether orally, in writing or by way of other media
- Spreading harmful or offensive gossip, orally in writing or by way of other media
- Displaying pictures, flags, emblems, graffiti or other material which state or imply prejudicial or discriminatory attitudes
- Intimidation and threats in general

Definition of harassment

Sexual harassment may be defined as conduct towards another person which is sexual in nature, or has a sexual dimension, and is unwelcome to the recipient. Examples of this type of harassment include:

- Sexual gestures
- Displaying sexually suggestive objects, pictures, calendars (by any media), or sending suggestive and pornographic correspondence.
- Unwelcome, off-colour sexual comments and jokes.
- Unwelcome physical conduct such as pinching, unnecessary handling or touching.

Other types of harassment

An individual may be considered to be harassed if he or she is the subject of discrimination, aggression or other harassment on the grounds of his or her race, age, religious belief, national/ethnic origin, sexual orientation, disability or membership of the travelling community.

Complaints procedure

American College Dublin has a formal grievance and disputes procedure which deals with grievances and disputes. The particular issue of bullying/harassment is normally dealt with in the College by way of the procedures set out below.

Informal procedure, stage one:

It is often preferable for all concerned that complaints of bullying or harassment are dealt with informally. This is likely to produce solutions which are speedy, effective, and minimise embarrassment and the risk of breaching confidentiality. However, a written report should be made as a matter of record. Thus, in the first instance, a person who believes that he or she is the subject of bullying/harassment should let the alleged perpetrator know and ask that person to stop the offensive behaviour. If the action does not result in a cessation of the bullying or harassment, or where a more serious incident has arisen, the student or employee should use the mechanisms set out below.

Informal procedure, stage two:

The student or employee should inform the Coordinator of Student Life or (in the case of employees) supervisor of the alleged behaviour. If he or she is uncomfortable approaching these people, he or she should seek to approach someone of a roughly similar level of authority in the College. The person approached should seek to gain a background on the matter from the complainant and those involved in the alleged behaviour. This should be carried out swiftly, with due seriousness and with consideration to the rights to be heard and consulted of all parties.

If it is possible, practicable and useful, following informal enquiries and discussion with concerned parties, the dean or supervisor or other person handling the complaint should seek to mediate a resolution that brings what the complainant has alleged as offending behaviour to an immediate and permanent halt. An Incident Report should be filled out regarding this incident.

Insofar as it is practicable and possible, he, she or those engaged in perpetrating the alleged behaviour should be given the opportunity to understand its nature, the reasons why it might be construed as offensive, and the opportunity to correct the situation by way of a change of behaviour, acknowledgement or other appropriate response. Ideally, the process will be a learning experience that results in enhanced sensitivity, humanity, civility, respect for differences and for the right of all to be afforded dignity.

If this procedure produces an outcome satisfactory to all parties, the matter may be considered closed. A note should be made on the incident report regarding the resolution of the incident. There should be no recrudescence of the alleged behaviour. If the behaviour reemerges at any point in the future it will be referred to the formal process immediately.

Formal procedure:

At any time, all students and employees have the right of recourse to the formal procedure, whether or not they have entered into the informal procedures set out above. This notwithstanding, it should be noted that it is usually a minimum expectation that the student or employee who alleges the offensive behaviour will him- or herself (or, if appropriate, through a mediator) have at least first informed through the Coordinator of Student Life the alleged perpetrator or perpetrators of the concern and have requested a modification or cessation of the alleged behaviour, in case the alleged perpetrator or perpetrators are unaware of how they are causing offence and how they might stop doing so.

In the case of a formal complaint, the student or employee should file an Incident Report.

In the interests of natural justice the alleged bully or harasser (or groups thereof) will be made aware of the nature of the complaint, his or her right to representation, and will be given every opportunity to seek necessary clarifications of evidence and to rebut in detail the allegations that have been made. All parties and witnesses have the right of a

representative in any of the hearings of the investigation. If the representative is not a current College student or employee, the parties or witnesses must inform the College of the name and contact details of the person and the capacity in which he or she is representing the party or witness at least 48 hours in advance. Whilst it is desirable to maintain utmost confidentiality, once formal investigation of the issue begins, it will in some cases be necessary to interview a range of students and staff. If this is so, the importance of confidentiality will be stressed to them. Any statements taken from witnesses or written testimonies supplied by witnesses will be circulated to the person making the complaint and the alleged violator for comments before any conclusion is reached in the investigation.

When the investigation has been completed, both parties will be informed of a finding as to whether or not the complaint has been upheld and the reasons for this. All complaints received will be treated seriously, confidentially, and dealt with as soon as is practicable. Strict confidentiality and proper discretion will be maintained, in as far as is possible, in any necessary consultation to safeguard both parties from innuendo and harmful gossip.

A record of all relevant discussions which take place during the course of the investigation will be maintained by the Coordinator of Student Life.

Action post investigation

The Coordinator of Student Life will notify in writing the principals of the incident of the result of the investigation and sanctions imposed (if any). If the complaint is not upheld, this may take the nature of a recommendation of future monitoring, the recording of an open finding (unproved or unsubstantiated complaint) or the recording of a baseless complaint. If the complaint is upheld a disciplinary action will be recommended. This may include a verbal or written warning, or other appropriate action up to and including dismissal.

Records of any warnings or sanctions for violations of college policy will remain in the student's or employee's file and will be used if any further allegations or offences of the same or similar nature occur in the future. Regular checks will be made by the Coordinator of Student Life to ensure that the bullying or harassment has stopped and that there is no victimization.

Retaliation of any kind against a student or employee for lodging a complaint or taking part in an investigation concerning a violation of policy at the College is a disciplinary offence.

Appeal

All parties who are found responsible and receive a sanction of suspension or permanent dismissal may file an appeal to the President. A party who wishes to lodge an appeal should do so in writing to the President within ten days of the issuing of the written decision on an action pursuant to the complaint. The President's decision on all matters relating to the complaint, the finding and the action represent the final stage in the College's appeal process.

Further information:

All questions relating to the execution or interpretation of this policy should be referred to the Coordinator of Student Life.

General disciplinary procedures

The College reserves the right to require a student to withdraw at any time under appropriate procedures. The College also reserves the right to impose probation on any student whose conduct is unsatisfactory. Any admission on the basis of false statements or documents is void when fraud is discovered, and the student is not entitled to any credit for work which may have been done at the College. When a student is dismissed or suspended from the College, there will be no refund of tuition and/or fees. If a dismissed student has paid only part of the applicable tuition and fees, the balance due to the College will be considered receivable and will be collected.

General responsibility for issues and procedures involving matters of discipline rests with the Coordinator of Student Life, who may grant authority to certain staff members to enforce the policies of the College. A review of the

charges and complaints will be held to determine if a policy or law appears to have been violated and to set appropriate sanctions which are fitting to the circumstances of the individual case. Serious violation of the civil law, particularly conviction for criminal offences will be viewed as serious breaches of College discipline and will be subject to sanction, including possible dismissal from the college.

- Any student who violates a College policy will be issued with a warning, and may be subject to additional disciplinary action.
- Any student who damages College property must make full restitution/reimbursement. He or she may be assigned tasks, and certain privileges of the College may be suspended for a period of time.
- Any student may be put on disciplinary probation, which may include the loss of College privileges and the right to participate as a representative of the College. In certain circumstances a letter will be sent to the parents of students on disciplinary probation informing them of the student's status.
- Any student who is disruptive in any area of the College student residences may be relocated to another place of residence, or may lose housing privileges.
- Any student who is found to have violated the College's bullying or harassment policy may, on foot of a directive in a finding by the Coordinator of Student Life, be warned, suspended or dismissed from the College.
- Any student who is confrontational or aggressive towards any member of staff may face suspension or dismissal from the College.
- Any student who is suspended may appeal if certain conditions are noted in the order of suspension that would warrant an appeal. Those conditions are the appearance of newly found evidence and/or a breach of procedure by the College. The appeal should be addressed in writing to the President who will make a decision regarding reinstatement to the College.

College safety and security

Any member of the College community may lodge formally (and is responsible for filing) a complaint against an individual who violates College policies. The complaint must be filed in writing via an Incident Report. Charges should include a statement of the policy which is alleged to have been violated, and a statement of the facts and evidence in support of the charges made, including time and place of the occurrence, and any witnesses to the alleged violation. Incident Report can be filed with the office of the Coordinator of Student Life.

The College reserves the right to require students to leave the campus prior to the formal consideration of alleged violation of policies

General procedures for disciplinary infringements

Student participation in activities which develops to the degree that elicits public alarm, endangers personal well-being, or harms public or private property is prohibited. Students' behaviour that disrupts or interferes with the orderly process of the College is also prohibited. Behaviour which disrupts or interferes with the orderly processes of the College includes, but may not be limited to bullying and harassment (see policy above in this document on bullying and harassment for relevant policy and procedures), threats or conduct that threaten the health and safety of any person, assault and /or battery, theft, property damage, breaking and/or entering, disorderly conduct, fraud, bribery, contempt, misappropriation of College property, possession of dangerous weapons.

Campus Incident Report

A campus incident report should be filed with the Coordinator of Student Life. Procedures are as follows:

- The student(s) who allegedly violated College policy will be notified to meet individually with the Coordinator of Student Life or designee.
- The student(s) will be given the opportunity to discuss involvement in the incident in question.
- At the conclusion of the proceedings, the Coordinator of Student Life or designee will make a determination as to the nature of the student(s) involvement.
- If necessary, in the opinion of the hearing officer, a decision will be delayed for the purpose of obtaining additional information or further deliberation.

- In this instance, a second meeting will be scheduled to further review the incident. The student(s) will receive written notification of the outcome of the incident review.
- In all cases, every attempt will be made to review each incident as expeditiously as possible.
- All information concerning the incident will be placed in the student(s) file.
- Students who do not comply with the sanctions outlined in the written notification will face further disciplinary action as a result of their noncompliance.
- Students who are repeatedly involved in violation of College policy are viewed to be contributing negatively to the American College Dublin community. Repeated violations could result in probation and/or other restrictions.
- When status as a student at the American College Dublin is jeopardised by having violated a College policy, the student's parents will receive a copy of the written notification of the result of the incident review.
- If, after the incident review, it is determined that the student has not violated a College policy, no action will be taken. All the information or reports regarding the incident will be noted as unfounded in the student's file.

IT security policy

The College's internet server and e-mail system should not be used:

- To represent yourself as someone else
- To post or download messages that contain inappropriate, obscene, inflammatory, intimidating, harassing, defamatory, disruptive or otherwise offensive language and anything that will reflect poorly on American College's name and reputation.
- To advertise or otherwise support unauthorized or illegal activities.
- To provide information about American College Dublin students or employees to others or to send private or College classified information without approval.
- To access, download or send any indecent, obscene, pornographic, sexist, racist, defamatory, or other inappropriate material, and/or to circulate such material, is a dismissible offence. This rule will be strictly enforced and is viewed as very serious with potential criminal liabilities arising therefrom. The Garda or other appropriate authority will be informed where appropriate.
- To engage in or support bullying or harassing behaviours. Infringement or breach of IT security policy:

Any breaches of these rules will result in disciplinary action up to and including dismissal.

Equal opportunities policy

American College Dublin admits students of every race, colour, religion, creed, sexual orientation, physical limitation, national and ethnic origin, in administration of its educational policies, admissions policies, scholarship, athletic, and other official programmes.

American College Dublin is committed to implementing policies governing equal access and equal opportunity in the area of admissions, recruitment, course offerings, extra-curricular programmes and activities, facilities, counselling, advising, health referral services, athletics, and employment.